**Tender NCCT43215 Asbestos Management**

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**1. Introduction**

Norfolk County Council (NCC) is seeking proposals from qualified providers to deliver Asbestos Management.

The NCC estate covers circa 200 properties including libraries, museums, fire stations, residential and semi residential properties for Children’s and Adult Social Services, offices, Traveller sites, farms, and vacant properties. For a full list of properties, please see annex 2.3.

**2. What’s in the Scope:**

1. Conducting re-inspections of known ACMs to monitor their condition as per SOP 009.
2. The identification, sampling, and testing of potential asbestos-containing materials (ACMs).
3. The development and maintenance of up-to-date asbestos registers for all relevant properties.
4. Providing clear recommendations and guidance for safe handling, removal, or remediation of ACMs.

**3 What We Expect**

**3.1 Planned & Remedial Work:**

1. To attend site and perform a full asbestos re-inspection providing a summary to clearly explain actions required within the re-inspection report (for example encapsulation, removal etc).
2. We expect all inspections to comply with SOP 009 and the relevant regulations around the management of ACMs.
3. The contractor must hold all required licences and qualifications pertaining to asbestos management and removal under the HSE.
4. Where removals are required, the contractor will do all the notifications on NCCs behalf, where required.

**3.2 Value and Complexity of Reactive Works**

1. The Client reserves the right, at its sole discretion, to procure certain reactive or replacement works outside of this contract where:
2. The nature or scale of the works is considered significant or capital in nature
3. The estimated value or complexity of the works exceeds what is considered minor or routine
4. Competitive market testing is deemed to be in the Client’s best interest
	1. **Opportunity to Quote**
5. In such cases, the Contractor appointed under this agreement may be invited to submit a quotation for the works but shall not have an automatic right to carry them out. The Client reserves the right to seek alternative quotations or deliver such works through separate procurement routes, particularly where enhanced value, specialist capability, or programme delivery considerations apply.
6. This arrangement does not affect the Contractor’s obligations to respond to and resolve day-to-day or urgent issues that fall within the expected scope of routine maintenance and reactive response under this contract.

**3.4 Monthly Reporting**

On a monthly basis the contractor is to provide a reporting summarising progress in the period and their planned works for the next two months. The report is to cover at a minimum:

1. Works planned for the period
2. Works achieved in the period
3. Explanation of any differences
4. KPI progress in period (response times, documentation issued, downtime etc)
5. Summary of any health and safety issues or actions
6. Any issues, information or other action required from NCC
7. Two months forward look on planned work

**4. Documentation and Certification**

We require that certification and inspection documentation be received no later than 10 working days following each planned inspection.

**5. Asset Identification**

Not applicable for this tender.

**6. Instruction for Site Attendance and Health & Safety**

1. Site Access and Attendance Instructions
2. The Contractor must book all site visits in advance through the Council’s nominated representative or CAFM system, where applicable.
3. Upon arrival, engineers must report to site reception or designated contact, sign in and out, and comply with local access control procedures.
4. No site access is permitted without prior agreement except in emergency situations.
5. All personnel must carry:
	* Valid photo ID
	* Relevant trade and competency cards
	* Proof of DBS clearance where required (e.g., schools, care homes)
6. Operatives must be familiar with site-specific risk factors including asbestos registers, confined spaces, working at height zones, or vulnerable occupants.

**6.1 Hours of Work**

1. Normal working hours are 08:00–17:00, Monday to Friday, unless otherwise agreed.
2. Any planned works outside of these hours, including weekends and public holidays, require prior written approval.

**6.2 Health and Safety Requirements**

1. The Contractor shall ensure all works comply with the Health and Safety at Work etc. Act 1974, CDM Regulations 2015, and all other relevant UK legislation.
2. Prior to any works being undertaken, a site-specific Risk Assessment and Method Statement (RAMS) must be:
	* Submitted at least 48 hours in advance (for planned visits)
	* Approved by the Client’s representative before commencement
3. RAMS must cover all foreseeable hazards, including but not limited to:
	* Hot works, working at height, electrical safety
	* Manual handling, COSHH substances, pressure systems
	* Site-specific risks (e.g., asbestos, lone working, restricted access)
4. RAMS must include emergency procedures, first aid arrangements, and PPE requirements.

**6.3 Contractor Obligations**

1. All operatives must always wear appropriate PPE, including:
	* High-visibility clothing
	* Safety footwear
	* Gloves, eye protection, and face coverings where necessary
2. The Contractor is responsible for:
	* Maintaining a clean, safe working area
	* Isolating plant and systems safely in accordance with lock-out/tag-out (LOTO) procedures
	* Minimising disruption to building users
	* Displaying appropriate warning signage and barriers
	* Reporting any near misses, incidents, or unsafe conditions to the Client immediately

**6.4 Permits to Work**

1. High-risk activities (e.g. confined space entry, roof access) must be supported by a Permit to Work (PTW), issued and signed off by the site duty holder or nominated officer.
2. The Contractor must not commence any notifiable works without an approved PTW and, where required, coordination with the site’s Responsible Person.

**6.5 Asbestos Awareness**

1. All operatives must have valid UKATA or equivalent asbestos awareness training.
2. Before intrusive works are undertaken, the Contractor must consult and sign the asbestos register.
3. No work shall proceed if suspect materials are encountered these must be reported immediately, and the area made safe.
4. Contractors must hold relevant accreditations to work on heritage building

**6.6 Witnessing / inspections**

1. During the works NCC will attend sites during planned activities to witness the works and check whether any permits are in place and whether RAMs are being followed.
2. It is anticipated for this to occur once per month, but the frequency may increase if frequent issues are found.
3. **Portfolio and Property Changes**
4. The portfolios and properties that NCC manage will change over time and as new sites are added to this contractor, the parties will agree the additional scope of works and costs on a case-by-case basis.
5. For the avoidance of doubt the rates for new properties will be based upon the costs agreed for the most similar sites already priced as part of this tender.
6. If scope of work cannot be agreed at Value for Money Costs NCC reserve the right to buy from alternative sources without liability.